

## **STATE OF ALASKA RECRUITMENT NOTICE**

### **Director, Division of Libraries, Archives & Museums**

#### **POSITION DESCRIPTION**

The Alaska Department of Education & Early Development is accepting applications for the Director of the Division of Libraries, Archives & Museums. The successful applicant will be passionate about the Department's vision of helping students to shape meaningful lives for themselves and become lifelong learners. They will seek to support libraries and museums across the state and to preserve, protect, and provide access to the history of the State through careful management of the collections housed within the division.

The Director will plan, organize, and direct the activities of the division, including administering State and federal funds and serving as the State representative on national boards, committees, and associations. The incumbent is responsible for the direction of the division, under the policy guidance of the Office of the Commissioner, to ensure lifecycle management of Alaska's information and cultural assets in accordance with State and federal law, and for supervision of professional and technical staff.

This position is located in downtown Juneau, Alaska in the Father Andrew P. Kashevaroff building. The building houses the Alaska State Library, the Alaska State Museum, and the Alaska State Archives. In addition, this position has oversight of the Sheldon Jackson Museum in Sitka, Alaska.

The position is partially exempt, Range 27, with a base salary of \$4,158.75 biweekly (\$108,127.50 annually). Starting salary may vary depending upon experience and qualifications.

#### **Key Responsibilities of the Director include, but are not limited to:**

- Representing the Alaska State Library, Archives, and Museums and serving as the liaison to various boards, committees, councils, and associations related to library, archives, and museum activities
- Providing leadership and supervision for the day-to-day operations of the Alaska State Library, Alaska State Museums, and Alaska State Archives
- Coordinating with Department of Education leadership to prepare, present, and implement the capital and operating budgets for the division, ensuring fiscal solvency while meeting statutory obligations
- Planning and directing maintenance for multiple facilities
- Coordinating with Department of Education Leadership to testify before the Legislature regarding the operation of the division

#### **Desired Qualifications:**

- Master's degree in Library & Information Science, History, Museum Studies, Records Management, or a closely related field

- Three years of experience managing a Library, Museum, or Archives which included some responsibility for facility decisions
- Five years of experience managing personnel and budgets, which included experience with grant funds

### **Desired Skills and Abilities:**

- Ability to interpret, explain, and apply the provisions of State and Federal regulations, policies, and procedures
- Experience communicating with leaders and stakeholders from a variety of cultural backgrounds
- Demonstrated leadership experience
- Demonstrated success in working as a member of a collaborative team
- Highly effective oral and written communication skills, including public presentations
- Knowledge of current issues, practices, and trends in libraries, archives, and museums

### **HOW TO APPLY**

Submit a letter of interest outlining the reasons the applicant is interested in serving at the State Libraries, Archives & Museums; a current resume; and three letters of recommendation.

In the letter of interest, the applicant must describe what they believe is the greatest challenge facing libraries, archives, or museum facilities in Alaska and how they will meet that challenge.

Materials must be delivered to the address below not later than 4:30 p.m. AKT on May 27, 2022.

Department of Education & Early Development  
Office of Human Resources/LAM Director Recruitment  
P.O. Box 110500 Juneau, AK 99811-0500

Alternatively, materials may be e-mailed to [bobjo.grimes@alaska.gov](mailto:bobjo.grimes@alaska.gov) by 4:30 p.m AKT on May 27, 2022.

For more information, contact Bobi Jo Grimes, Human Resources Manager, at 907-465-5536 or [bobjo.grimes@alaska.gov](mailto:bobjo.grimes@alaska.gov).

The State of Alaska is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-2815 (TTY).